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ADM-10.7

3 March 1966

DD/S&T 876-66

**MEMORANDUM FOR:** Chief, Plans and Programs Staff  
O/DD/S&T

**SUBJECT:** Contract Proposals

1. Dr. Wheelon met with the Executive Director-Comptroller on Tuesday, 1 March 1966, to discuss a certain contract proposal which neither the DDCI nor the Executive Director-Comptroller could understand. Colonel White asked Dr. Wheelon to ensure that in the future contract proposals being forwarded to the 7th Floor for approval express clearly and in nontechnical language the following three things:

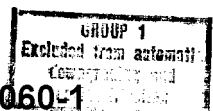
- a. the task to be performed;
- b. the need for the task which is to be performed; and,
- c. the product which is to be delivered to the Agency as a result of the money expended. Product, of course, can be knowledge, can be a written report, can be hardware, can be an initial step necessary to implement longer range proposals, etc. Whatever it is, it must be expressed in clear, simple, nontechnical language.

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2. [REDACTED] and I will be developing a revised instruction for the preparation and submittal of project proposals by the Offices of the DD/S&T. Pending the issuance of these revisions, please inform each Office of the requirement that the memorandum prepared by them for Dr. Wheelon's signature or approval to any addressee should contain a section which responds clearly to this requirement and in the future you will be compelled to return for redrafting any proposals which fail to meet Colonel White's instructions. Dr. Wheelon has informed Colonel White that we will take such action.

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3. You may furnish a copy of this memorandum to each Office Director if it will assist you in transmitting and communicating these instructions.

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(Signed) P [REDACTED]

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**Executive Officer  
Directorate of  
Science and Technology**

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cc: Mr. [REDACTED]  
Mr. [REDACTED]

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EO/DD/S&T/[REDACTED]:jem:6561 (3 Mar 66)

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